Because the Eligibility Assessment is an ongoing process, applicants may leave any requirements blank that have yet to be completed, and return at a later time to fill out those sections as the requirements are completed.

1. Login (or create a new customer record) to your CLC online profile at
   https://online.childlife.org/clcssa/ssaauthmenu.show_top_menu
2. Click on Visit Profile under the log in boxes
3. Click on Certification
4. Click on Certification Portal

The following three parts of the Eligibility Assessment may be completed in any order:

1. Enter degree/course work information

   a. Click on Enter Degree and Courses for Exam Eligibility.
   b. Select the credit type – either degree or courses (ACEE) – and click on Continue.
   c. Enter the requested information and click on Save.
   d. From here you may add more courses by selecting *Add Another Credit*; or, *Return to Transcript* will take you to your Evaluation Report.

2. Enter information for verification regarding the child life course taught by a CCLS

   a. From the Certification Portal, click on Child Life Course Verification.
   b. Enter the requested information and click on Save and Continue.
   c. Enter your instructor's name in the box provided or click on the icon on the far left of the box to open a dialog box that will allow you to search for your instructor's name. It may take 1-2 minutes for the system to search the database for the instructor's name.
   d. Click on Next.
   e. Confirm the information entered and click on Submit Your Application. Doing so will send an email to your instructor requesting that they verify the information submitted.

Your information will not be reviewed until you have requested an Eligibility Assessment (see #4 below). Please remember that you must submit an official transcript* in order for degree and coursework information to be reviewed. *CLC will continue to review courses only until 10 have been approved. Submission of <u>each</u> course from a transcript is discouraged as it is unlikely that they will all be reviewed.*

3. Enter clinical experience for verification

   a. Click on Clinical Work Verification.
   b. Enter the requested information and click on Save and Continue.
   c.   Enter your supervisor's name in the box provided or click on the icon on the far left of the box to open a dialog box that will allow you to search for your supervisor's name. It may take 1-2 minutes for the system to search the database for the instructor's name.
   d. Click on Next.
   e. Confirm the information entered and click on Submit Your Application. Doing so will send an email to your supervisor requesting that they verify the information submitted.

Only clinical experience that has been completed can be verified. If you are currently completing your internship, please wait until it is completed to start this process.

4. Request an Eligibility Assessment

   a. Select *Request an Eligibility Assessment* from the Certification Portal
   b. READ the Important Information then Save and Continue when you're ready to pay the $75 fee
   c.   Submit payment information.

*OFFICIAL TRANSCRIPTS
Once you have submitted your request (see step #4), please send your official transcripts to our office.
- · If a university provides <u>official</u> transcripts digitally, they can be emailed to certification@childlife.org directly from the institution.
- · If your institution does not provide the digital option for official transcripts, please mail the transcripts to Certification, Child Life Council, 1820 Ft. Myer Dr., Suite 520, Arlington, VA 22209

Note:
- · CLC does not accept fax or email transmission of transcripts from applicants since this transmission automatically renders them "unofficial."
- · CLC does not accept unofficial transcripts that have been printed by the applicant from the university website.
- · You will be notified via email when your official transcripts have been received in our office. You may then expect to see results on your Evaluation Report on your online profile in 1-2 weeks.
- · If the name that will appear on your official transcripts does not match the name on your Eligibility Assessment, please provide us with a verification of your name change such as a copy of a marriage license. This documentation may be faxed, emailed or mailed to our office.

Please let me know if you have any further questions or need additional clarification on any of the steps listed above.